

EXPUNGEMENT PROCEDURES EFFECTIVE 12/21/2010

All individuals who wish to file a Petition for Expungement are required to obtain a copy of his/her Criminal Record Check from the Pennsylvania State Police. This record check must be received within 60 days of filing a Petition for Expungement. There is a fee of \$10.00 to obtain this Record Check. You must have a credit/debit card ready when you request your Record Check from the Pennsylvania State Police. You may apply on-line at <http://epatch.state.pa.us>.

Obtain a Certificate of Completion of ARD from the Adult Probation Department.

Obtain a copy of your Criminal Complaint, Information and ARD Order from the Clerk of Courts Office and a paid in full receipt.

From your home computer (or you may use the Clerk of Courts Public Terminals), access the Pennsylvania Unified Judicial System's Web Portal at: ujportal.pacourts.us.

Scroll down to Authorization Forms and click on UJS Forms. These Forms are in PDF format so you may complete the form and print from your own computer.

Scroll down to Petition for Expungement Pursuant to PA R.Crim.P. 790. Complete the petition by entering the information requested into the grayed areas. Once completed, print document, sign and file original with the Clerk of Courts. This form is required for all ARD Expungements and for cases or offenses which have non-conviction dispositions.

If you are filing a Petition for Expungement of Summary Offense, click on Petition for Expungement Pursuant to PA R.Crim.P.490. This form is required for all cases in which summary convictions or summary offenses have been disposed of in a non-conviction disposition.

Average filing fees for a Petition for Expungement is between \$131.00 and \$231.00. Most ARD cases have these fees included in the court costs.

In accordance with PA R.Crim.P.790 and 490, once the Clerk of Courts Office receives the court's order granting the expungement, your petition is required to be held for a period of 30 days before the Administrative Office of Pennsylvania Courts is notified to expunge your criminal record.

Please note, we have found it takes approximately six (6) months from the date the court order is signed, to have all affidavits returned from the agencies we notify. Further, although individuals may file a Petition for Expungement Pro Se, please keep in mind as in all matters of a criminal nature, it is in your best interest to have an attorney represent you.

In the Court of Common Pleas
County of _____
_____ Judicial District



Commonwealth of Pennsylvania
v

Docket No: CP- - - -20

Petition for Expungement Pursuant to Pa.R.Crim.P. 790

AND NOW, the petitioner avers the following and requests that this petition for expungement pursuant to Pa.R.Crim.P. 790 be granted for the reasons set forth below.

PETITIONER INFORMATION						
Full Name:		DOB:		Social Security Number:		
Address:		Alias(es):				
CASE INFORMATION						
List name, address of the Judge of the Court of Common Pleas or Philadelphia Municipal Court who accepted the guilty plea or heard the case:						
Judge:			Address:			
Philadelphia Municipal Court or Court of Common Pleas Docket Number:			Offense Tracking Number (OTN):			
Name of Arresting Agency:			Date of Arrest:		Date on Complaint:	
List name and mailing address of the affiant as shown on the complaint, if available:						
Name of Affiant:			Address:			
List specific charges, as they appear on the charging document, to be expunged and the disposition of each charge (please attach additional sheet(s) of paper if necessary):						
PA Statute (Title)	Section	Subsection	Statute Description	Counts	Grade	Disposition
If the sentence imposed included a fine, costs or restitution, has the amount due been paid?				<input type="checkbox"/> Yes <input type="checkbox"/> No		
List the reason(s) for the expungement (please attach additional sheet(s) of paper if necessary):						
<input type="checkbox"/> I have attached a copy of my Pennsylvania State Police Criminal History which I have obtained within 60 days before filing this petition.						
<input type="checkbox"/> I have not attached a copy of my Pennsylvania State Police Criminal History. State reason(s) below:						

I, the undersigned petitioner, avers that the facts set forth in this petition are true and correct to the best of my personal knowledge or information and belief, and are made subject to the penalties of unsworn falsification to authorities under 18 Pa.C.S. § 4904.

Signature of Petitioner

Date



EXAMPLE

Petition for Expungement Pursuant to Pa.R.Crim.P. 790

AND NOW, the petitioner avers the following and requests that this petition for expungement pursuant to Pa.R.Crim.P. 790 be granted for the reasons set forth below.

PETITIONER INFORMATION						
Full Name: JOHN DOE		DOB: 01/01/01		Social Security Number: 123-45-6789		
Address: 810 Third Street Beaver, PA 15009		Alias(es):				
		John J. Doe				
CASE INFORMATION						
List name, address of the Judge of the Court of Common Pleas or Philadelphia Municipal Court who accepted the guilty plea or heard the case:						
Judge: Name of Common Pleas Judge whose name is on ARD/Sentence order				Address: Beaver County Courthouse, 810 Third Street Beaver, PA 15009		
Philadelphia Municipal Court or Court of Common Pleas Docket Number: CR Number from Magisterial District Judge				Offense Tracking Number (OTN): Appears on front of Complaint (T-123456-7)		
Name of Arresting Agency: Beaver Police Department				Date of Arrest: Appears on Complaint		Date on Complaint: Appears on Complaint
List name and mailing address of the affiant as shown on the complaint, if available:						
Name of Affiant: Jane Doe-appears on Complaint				Address: Beaver Police Department, Third Street Beaver, PA 15009		
List specific charges, as they appear on the charging document, to be expunged and the disposition of each charge (please attach additional sheet(s) of paper if necessary):						
PA Statute (Title)	Section	Subsection	Statute Description	Counts	Grade	Disposition
75	3802	A1	DUI	1	M	ARD
75	3736	A	Reckless Driving	1	S	Nolle Prossed
If the sentence imposed included a fine, costs or restitution, has the amount due been paid? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
List the reason(s) for the expungement (please attach additional sheet(s) of paper if necessary): Example: Successful Completion of ARD						
<input checked="" type="checkbox"/> I have attached a copy of my Pennsylvania State Police Criminal History which I have obtained within 60 days before filing this petition.						
<input type="checkbox"/> I have not attached a copy of my Pennsylvania State Police Criminal History. State reason(s) below:						

I, the undersigned petitioner, avers that the facts set forth in this petition are true and correct to the best of my personal knowledge or information and belief, and are made subject to the penalties of unsworn falsification to authorities under 18 Pa.C.S. § 4904.

Signature of Petitioner

Date



Petition for Expungement Pursuant to Pa.R.Crim.P. 490

AND NOW, the petitioner avers the following and requests that this petition for expungement pursuant to Pa.R.Crim.P. 490 be granted for the reasons set forth below.

PETITIONER INFORMATION						
Full Name:		DOB:		Social Security Number:		
Address:		Alias(es):				
CASE INFORMATION						
List name, address of Judge of the Magisterial District or Philadelphia Municipal Court who accepted the guilty plea or heard the case:						
Judge:			Address:			
Magisterial District Court Number:						
Philadelphia Municipal Court or Magisterial District Docket Number:						
Name of Arresting Agency:			Date of Arrest:		Date on Citation or Complaint:	
List name and mailing address of the affiant as shown on the complaint or citation, if available:						
Name of Affiant:			Address:			
List specific charges, as they appear on the charging document, to be expunged and the disposition of each charge (please attach additional sheet(s) of paper if necessary):						
PA Statute (Title)	Section	Subsection	Statute Description	Counts	Grade	Disposition
If the sentence imposed included a fine, costs or restitution, has the amount due been paid? <input type="checkbox"/> Yes <input type="checkbox"/> No						
List the reason(s) for the expungement (please attach additional sheet(s) of paper if necessary):						
<input type="checkbox"/> I have attached a copy of my Pennsylvania State Police Criminal History which I have obtained within 60 days before filing this petition.						
<input type="checkbox"/> I have not attached a copy of my Pennsylvania State Police Criminal History. State reason(s) below:						

I, the undersigned petitioner, avers that the facts set forth in this petition are true and correct to the best of my personal knowledge or information and belief, and are made subject to the penalties of unsworn falsification to authorities under 18 Pa.C.S. § 4904.

Signature of Petitioner

Date